

This excerpt from the [EIM Submittal Guidelines](#) has step-by-step instructions on how to: **1)** make a SAW account (page 4); **2)** link to the EIM Loader from SAW (page 10); **3)** log back into the EIM Loader (page 16); **4)** make a new EIM user profile (page 17); and **5)** make a new EIM organization account (page 21).

Make a SAW account

Login change as of July 17, 2014: We now use SecureAccess Washington (SAW) as the security gateway for the EIM Loader. Make a SAW account if you don't already have one. Then link to your existing EIM Loader account (page 10) OR make a new EIM Loader account (page 10) if you don't yet have one.

If you **already have** a SAW account, log in at <https://secureaccess.wa.gov/> and link to the EIM Loader (page 10).

If you **do not have** a SAW account, go to <https://secureaccess.wa.gov/> and follow the instructions. It is any easy step-by-step process (page 4). Then link to the EIM Loader (page 10).

1. Go to <https://secureaccess.wa.gov/> and click "Create one."



The logo for SecureAccess Washington (SAW) is displayed. It features the letters 'SAW' in a large, bold, blue font, with the word 'SecureAccess' in a smaller, blue font to the right, and 'WASHINGTON' in a very small, blue font below it.

Login to your SecureAccess Washington Account

User ID:

Password:

Do not have an account? [Create one](#)



A large blue arrow with an orange outline points from the bottom right towards the 'Create one' link.

2. Click “Start.”

The screen shows a progress bar at the top with six steps: 1. Name & email address, 2. Username & password, 3. Review your information, 4. Validate, 5. Check your email, and 6. Login to your account. The first step is highlighted. Below the progress bar is a blue header with the text "Create an Account". The main content area is blue and contains the following text: "SecureAccess Washington (SAW) allows you to access multiple online government services with the use of a single user ID and password. By creating a SAW account, you can interact with many government agencies, like L&I, Ecology, DSHS, and more with just one account." At the bottom right is an orange button labeled "START".

1 Name & email address 2 Username & password 3 Review your information 4 Validate 5 Check your email 6 Login to your account

Create an Account

SecureAccess Washington (SAW) allows you to access multiple online government services with the use of a single user ID and password. By creating a SAW account, you can interact with many government agencies, like L&I, Ecology, DSHS, and more with just one account.

START

3. Step 1: Enter your information.

The screen shows a progress bar at the top with six steps: 1. Name & email address, 2. Username & password, 3. Review your information, 4. Enter security check, 5. Check your email, and 6. Login to your account. The first step is highlighted. Below the progress bar is a blue header with the text "Enter your personal information". The main content area is blue and contains the following form fields: "Name:" with a text input field, "E-mail Address:" with a text input field, "Confirm E-mail:" with a text input field, "Secret Question:" with a dropdown menu showing "---select a question---", and "Question Answer:" with a text input field. At the bottom are two orange buttons labeled "PREVIOUS" and "NEXT".

1 Name & email address 2 Username & password 3 Review your information 4 Enter security check 5 Check your email 6 Login to your account

Enter your personal information

Name:

E-mail Address:

Confirm E-mail:

Secret Question:

Question Answer:

PREVIOUS **NEXT**

4. Step 2: Create a user ID and password.

The image shows a registration form with a progress bar at the top containing six steps: 1. Name & email address, 2. Username & password, 3. Review your information, 4. Enter security check, 5. Check your email, and 6. Login to your account. Step 2 is currently active. Below the progress bar, the title 'Create a user ID and password' is displayed. A note states: 'NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.' There are three input fields: 'User ID:', 'Password:', and 'Confirm Password:'. At the bottom, there are two orange buttons: 'PREVIOUS' and 'NEXT'.

1 Name & email address

2 Username & password

3 Review your information

4 Enter security check

5 Check your email

6 Login to your account

Create a user ID and password

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.

User ID:

Password:

Confirm Password:

[PREVIOUS](#) [NEXT](#)

5. Step 3: Review your information.

1
Name & email
address

2
Username &
password

3
Review your
information

4
Enter security
check

5
Check your
email

6
Login to
your account

Review your information

Here is your personal and account information.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.

Name:	Chris Neumiller
E-Mail Address:	chris.neumiller@gecy.wednet.edu
User ID:	Chris
Password:	XXXXXXXXXXXX
Secret Question:	What was the name of your first permanent employer?
Answer:	XXXXXXXXXXXX

Go back to the previous page to make changes.

Continue to the next page if the information is correct.

You may want to [PRINT](#) this page for your records.

PREVIOUS

NEXT

6. Step 4: Enter the security code.

1
Name & email
address

2
Username &
password

3
Review your
information

4
Enter security
check

5
Check your
email

6
Login to
your account

Enter security check

Please enter the security code (Not case-sensitive):
The security code helps us to prevent massive user sign-up from robot programs.



In the box below, enter the security code you see above: ([Click here if you cannot read the code](#))

PREVIOUS

SUBMIT

7. Step 5: Check your email for link and registration code.

1
Name & email
address

2
Username &
password

3
Review your
information

4
Enter security
check

5
Check your
email

6
Login to
your account

Check your email account

You are not quite finished yet!

Next you will need to check your email to get information needed to get your account activated and ready to use!

- 8. Step 6: Enter your user ID and registration code** after clicking the link in the email you receive.

Please enter your User ID and Registration Code below to activate your SecureAccess Washington account.
You can find your User ID and Registration Code from the email we sent to you previously.

Activate your account

User ID:

Registration Code:

SUBMIT

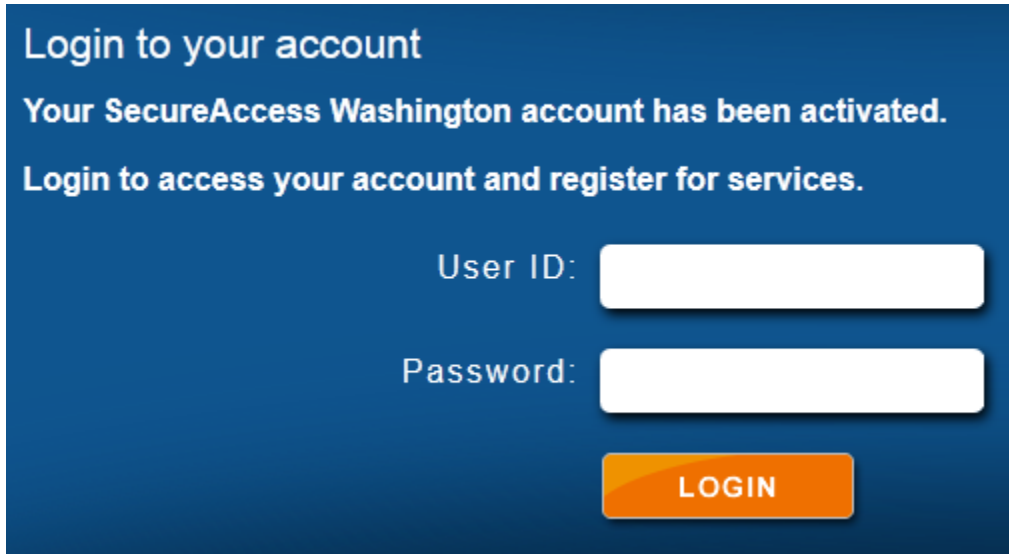
9. You are done making your SAW account!

Now link to your existing EIM Loader account (page 10) OR make a new EIM Loader account if you don't yet have one (page 10).

Link to EIM Loader from SAW

From your SecureAccess Washington account, link to your existing EIM Loader account OR make a new EIM User Profile and/or Organization Account if you don't yet have one. Follow these instructions to do either of these. This is a one-time process.

1. Log into your SAW account at <https://secureaccess.wa.gov/>



Login to your account

Your SecureAccess Washington account has been activated.

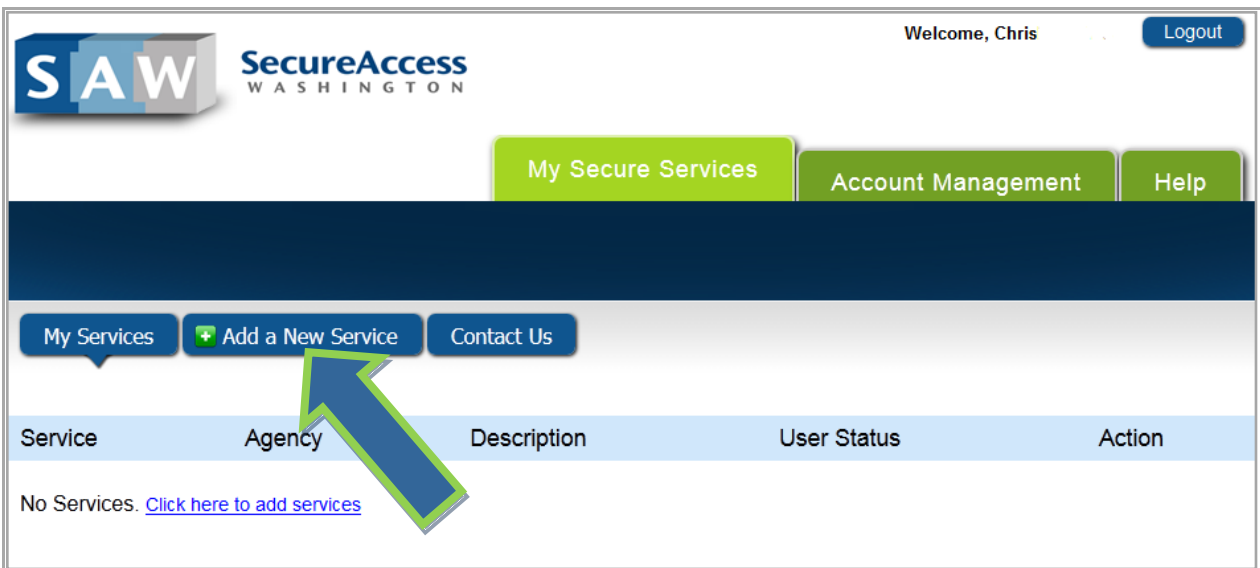
Login to access your account and register for services.

User ID:

Password:

LOGIN

2. Add a new service.



SAW SecureAccess WASHINGTON

Welcome, Chris [Logout](#)

[My Secure Services](#) [Account Management](#) [Help](#)

[My Services](#) [+ Add a New Service](#) [Contact Us](#)

Service	Agency	Description	User Status	Action
No Services. Click here to add services				

3. Find the EIM Loader by clicking “Department of Ecology” or searching for “EIM Loader.”

The screenshot shows the SecureAccess WASHINGTON portal interface. At the top, there is a logo for 'SAW SecureAccess WASHINGTON' and a user greeting 'Welcome, Chris' with a 'Logout' button. Below the header, there are three green buttons: 'My Secure Services', 'Account Management', and 'Help'. A dark blue bar contains two buttons: 'My Services' and 'Add a New Service'. The main content area is divided into two sections. The left section, titled 'Select an agency below to see a list of services:', lists various agencies with blue hyperlinks. A green arrow labeled 'This way' points to the 'Department of Ecology' link. The right section, titled 'Service code:', includes a text input field, an 'APPLY' button, and a description: 'If you have been given a service code, enter it below to apply for access to the service.' This entire section is crossed out with a large red 'X'. Below this, the 'Search services by keywords:' section includes a text input field with 'EIM Loader', a dropdown menu set to 'ALL of the words', and a 'SEARCH' button. A green arrow labeled 'OR this way' points to the 'SEARCH' button.

SAW SecureAccess WASHINGTON

Welcome, Chris Logout

My Secure Services Account Management Help

My Services Add a New Service

Select an agency below to see a list of services:

- [Consolidated Technology Services](#)
- [Department of Archaeology and Historic Preservation](#)
- [Department of Commerce](#)
- [Department of Ecology](#)
- [Department of Health](#)
- [Department of Information Services](#)
- [Department of Labor and Industries](#)
- [Department of Licensing](#)
- [Department of Natural Resources](#)
- [Department of Social and Health Services](#)
- [Department of Transportation](#)
- [Employment Security Department](#)
- [Enterprise Services](#)

This way

Service code:
If you have been given a service code, enter it below to apply for access to the service.

APPLY

Search services by keywords:
Enter keyword(s) below to find related services. Leave field blank to display all services.

EIM Loader
ALL of the words

OR this way

SEARCH

4. Apply for the EIM Loader service.

SecureAccess WASHINGTON

Welcome, chris [Logout](#)

[My Secure Services](#) [Account Management](#) [Help](#)

[My Services](#) [Add a New Service](#)

Add a Service to Your Account

Select a service to apply for from the following.

Note: Services for which you currently have access, have applied to and are awaiting approval, or those that you have been suspended or rejected from will not appear in this list.

[All Agencies](#) > [Department of Ecology](#)

Action	Service Name	Description
APPLY	EIM Loader	For clients required by Ecology, upload field and lab data to the Environmental Information Management (EIM) System. Includes Study and Location information and Result (Discreet, Time-Series, Well Water Level) and Bioassay data Privacy Notice

5. Go to My Secure Services.

SecureAccess WASHINGTON

Welcome, chris [Logout](#)

[My Secure Services](#) [Account Management](#) [Help](#)

Service Registration Successful

Thank you for registering with agency **Department of Ecology**'s service **EIM Loader**. Please click the "My Services" tab above to access the service.

6. Click "EIM Loader."

The screenshot shows the SecureAccess WASHINGTON portal. At the top, there is a header with the SAW logo, the text "SecureAccess WASHINGTON", a "Welcome, chris" message, and a "Logout" button. Below the header, there are three green buttons: "My Secure Services", "Account Management", and "Help". Underneath these, there is a dark blue bar with three white buttons: "My Services", "Add a New Service", and "Contact Us". Below this bar is a table with the following columns: "Service", "Agency", "Description", "User Status", and "Action". The table contains one row for "EIM Loader" under the "Department of Ecology". The description for "EIM Loader" is "For clients required by Ecology, upload field and lab data to the Environmental Information Management (EIM) System. Includes Study and Location information and Result (Discreet, Time-Series, Well Water Level) and Bioassay data". The "User Status" is "Active" and the "Action" is "Remove". A large blue arrow with a green outline points to the "EIM Loader" link in the "Service" column.

Service	Agency	Description	User Status	Action
EIM Loader	Department of Ecology	For clients required by Ecology, upload field and lab data to the Environmental Information Management (EIM) System. Includes Study and Location information and Result (Discreet, Time-Series, Well Water Level) and Bioassay data	Active	Remove

7. **Choose your path.** If you already have an EIM Loader account, sign in. If you are new to the EIM Loader, make a user profile (page 17).

The screenshot shows the EIM Loader sign-in page. At the top, there is a header with the "DEPARTMENT OF ECOLOGY State of Washington" logo on the left and "EIM Loader" on the right. Below the header, there is a dark blue bar with the text "Home". Underneath this bar, there is a section titled "EIM User Sign In". The text in this section reads "Sign in to your existing account - OR - make a user profile if you are new to EIM." Below this text, there are two blue buttons: "Current EIM User? Sign In" and "New to EIM? Make a User Profile". Between these two buttons, there is a dashed line with the text "OR" in the center.

8. **Link your new SAW account to your EIM Loader account** by typing in your old EIM username (it was your email address) and password. You will only see this screen the first time you sign into the EIM Loader from your SAW account.

DEPARTMENT OF
ECOLOGY
State of Washington

EIM Loader


[Home](#)

Current EIM User Sign In

Enter your old EIM login information to link your new SAW account to your EIM account. This is a one-time process. If you are new to EIM, click "Need an account?" to make a User Profile.

Email Address:

Password:

[Link Account](#)  [Need an account?](#)

9. **You are done!** You can now begin submitting data. See page 15 about logging in next time.

DEPARTMENT OF
ECOLOGY
State of Washington

EIM Loader

Environmental Information Management System

[Home](#) [Study](#) [Locations](#) [Results](#) [Bioassays](#) [Reference Tables](#) [Log Off](#)

Data Type of [WQ-303d](#) for organization [EIM Testing Group \(testing only\)](#)

Welcome to the
EIM Data Loader

Steps for submitting your data

1. Download ZIP file with EIM Spreadsheet Templates, Spreadsheet Help Documents, and Submittal Guidelines;
2. Enter your Study Information into the online form;
3. Fill out the spreadsheet templates (Location, Result, Time-Series, Groundwater Level, and/or Bioassay);
4. Submit your spreadsheet data - Location, Result (discrete, time-series, groundwater level), and Bioassay. Includes business rule verification (Check Data);
5. Work with your EIM data coordinator on finalizing your submittal;
6. Receive notice of submittal completion.

Refer to the Submittal Guidelines for details! We also recommend printing the Spreadsheet Help Documents in color.

For additional help see:

- Data Entry Help Documents for detailed help on specific topics
- Online EIM Data Dictionary

What would you like to do?

Enter a Study

- Add new Study
- Edit Study

Submit Spreadsheet Data

- Location
- Result (discrete, time-series & groundwater levels)
- Bioassay

View My Submitted Data

- Location
- Result
- Bioassay

Edit My Profile

- Edit User Profile
- Edit or Add Organization(s)

Get Help

- Spreadsheets, Guidelines & Help
- View Reference tables
- Contact EIM

Log into the EIM Loader as a returning user

When you return to the EIM Loader, log in using the following steps. This is how you will log in from now on.

1. Log into your SAW account at <https://secureaccess.wa.gov/>

A login form for the SecureAccess Washington account. It has a dark blue background. At the top, it says "Login to your SecureAccess Washington Account". Below that are two white input fields: "User ID:" and "Password:". To the right of the "Password:" field is an orange "LOGIN" button. At the bottom, it says "Do not have an account? [Create one](#)".

Login to your SecureAccess Washington Account

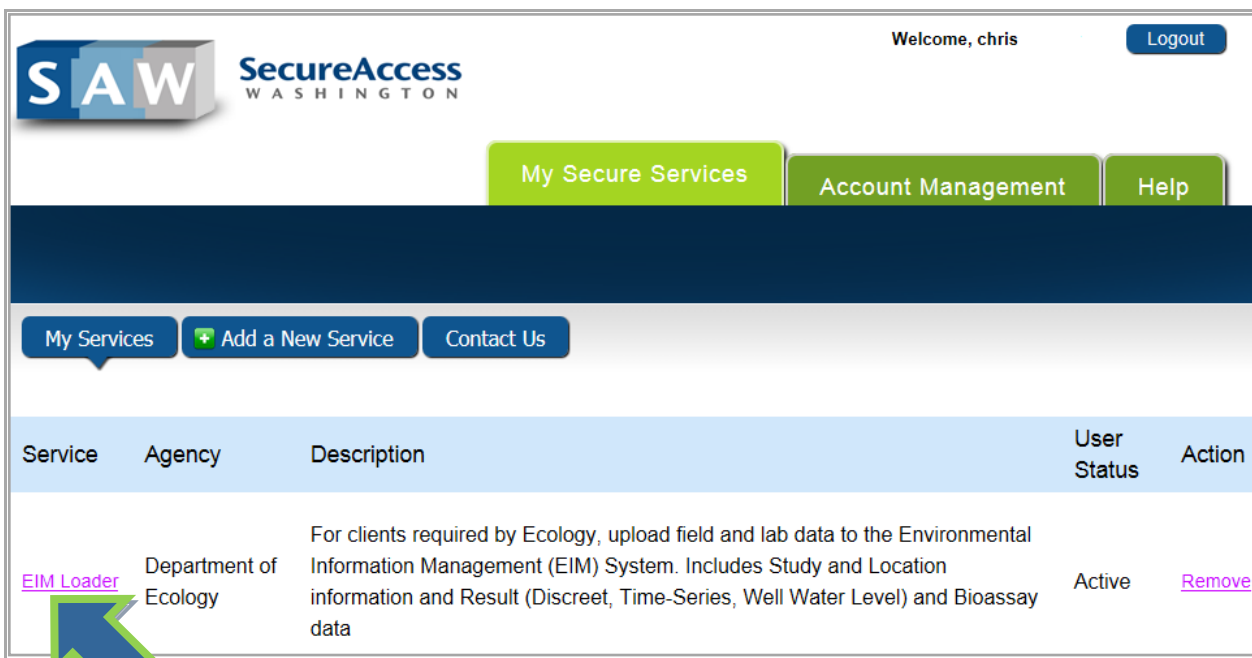
User ID:

Password:

LOGIN

Do not have an account? [Create one](#)

2. Click "EIM Loader" under My Secure Services.

A screenshot of the SecureAccess Washington dashboard. At the top left is the SAW logo and "SecureAccess WASHINGTON". At the top right is "Welcome, chris" and a "Logout" button. Below the header are three green buttons: "My Secure Services", "Account Management", and "Help". Below these are three blue buttons: "My Services", "Add a New Service", and "Contact Us". Below the buttons is a table with columns: Service, Agency, Description, User Status, and Action. The table has one row for "EIM Loader" under the "Department of Ecology". A green arrow points to the "EIM Loader" link in the Service column.

SAW SecureAccess WASHINGTON

Welcome, chris [Logout](#)

[My Secure Services](#) [Account Management](#) [Help](#)

[My Services](#) [Add a New Service](#) [Contact Us](#)

Service	Agency	Description	User Status	Action
EIM Loader	Department of Ecology	For clients required by Ecology, upload field and lab data to the Environmental Information Management (EIM) System. Includes Study and Location information and Result (Discreet, Time-Series, Well Water Level) and Bioassay data	Active	Remove

3. Sign into the EIM Loader.

DEPARTMENT OF
ECOLOGY
State of Washington

EIM Loader

[Home](#)

EIM User Sign In

Sign in to your existing account - OR - make a user profile if you are new to EIM.

Current EIM User? Sign In

-----OR-----

New to EIM? Make a User Profile

4. You are done! You can now begin submitting data.

DEPARTMENT OF
ECOLOGY
State of Washington

EIM Loader

Environmental Information Management System

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Data Type of [WQ-303d](#) for organization [EIM Testing Group \(testing only\)](#)

Welcome to the
EIM Data Loader

Steps for submitting your data

1. **Download ZIP file with EIM Spreadsheet Templates, Spreadsheet Help Documents, and Submittal Guidelines;**
2. Enter your [Study Information](#) into the online form;
3. Fill out the spreadsheet templates (Location, Result, Time-Series, Groundwater Level, and/or Bioassay);
4. Submit your spreadsheet data - Location, Result (discrete, time-series, groundwater level), and Bioassay. Includes business rule verification (Check Data);
5. Work with your EIM data coordinator on finalizing your submittal;
6. Receive notice of submittal completion.

Refer to the Submittal Guidelines for details! We also recommend printing the Spreadsheet Help Documents in color.

For additional help see:

- [Data Entry Help Documents](#) for detailed help on specific topics
- [Online EIM Data Dictionary](#)

What would you like to do?

Enter a Study

- [Add new Study](#)
- [Edit Study](#)

Submit Spreadsheet Data

- [Location](#)
- [Result \(discrete, time-series & groundwater levels\)](#)
- [Bioassay](#)

View My Submitted Data

- [Location](#)
- [Result](#)
- [Bioassay](#)

Edit My Profile

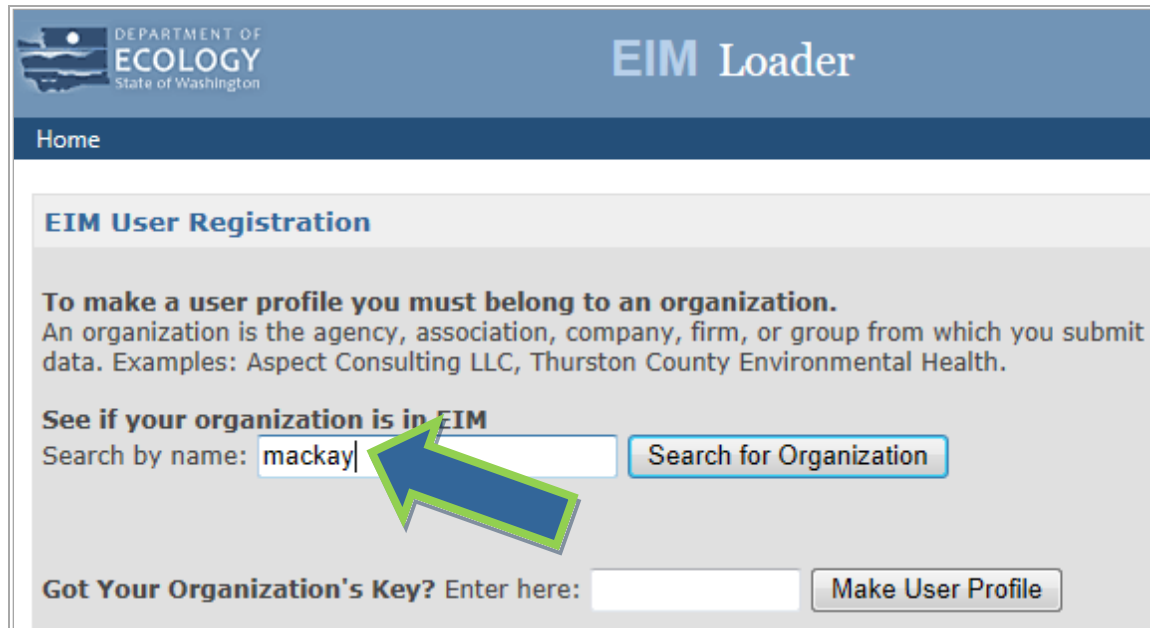
- [Edit User Profile](#)
- [Edit or Add Organization\(s\)](#)

Get Help

- [Spreadsheets, Guidelines & Help](#)
- [View Reference tables](#)
- [Contact EIM](#)

Make an EIM User Profile if you don't have one

1. Find your organization - OR if you know your organization's key, enter it and go to Step 5.



DEPARTMENT OF ECOLOGY
State of Washington

EIM Loader

Home

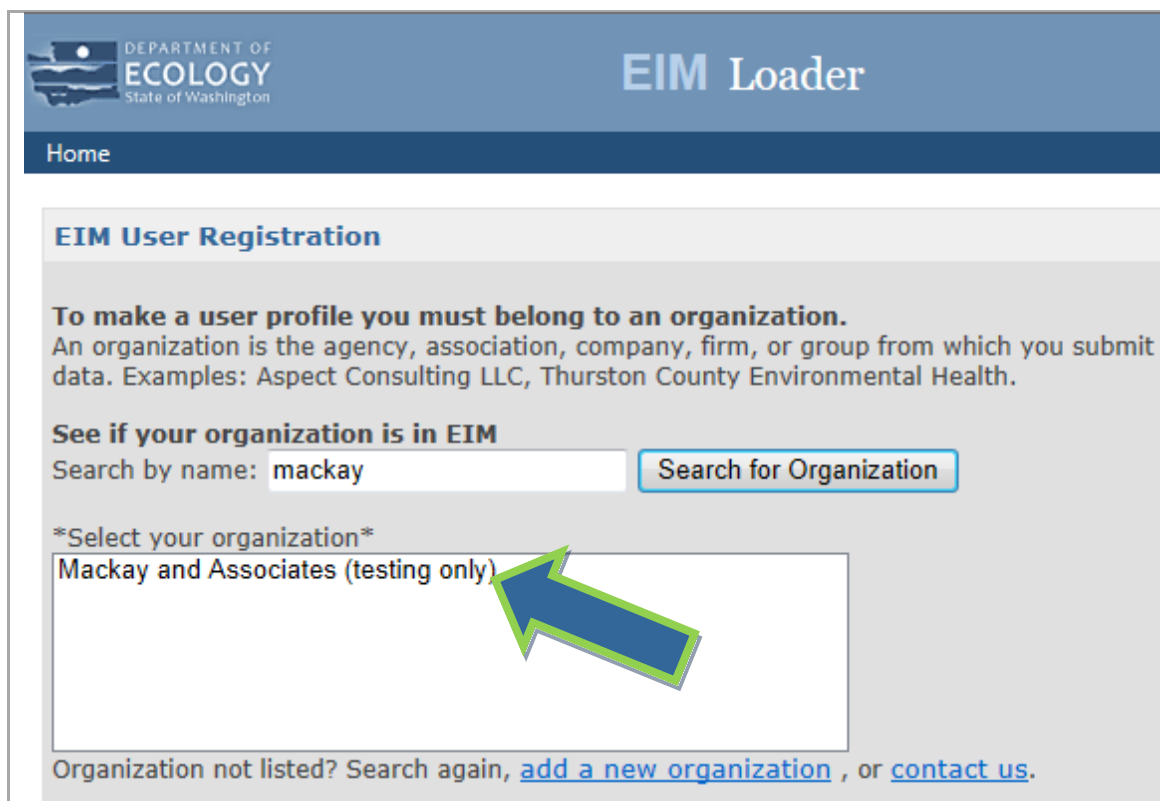
EIM User Registration

To make a user profile you must belong to an organization.
An organization is the agency, association, company, firm, or group from which you submit data. Examples: Aspect Consulting LLC, Thurston County Environmental Health.

See if your organization is in EIM
Search by name:

Got Your Organization's Key? Enter here:

2. Select your organization. If it is not listed, make a new EIM organization account (page 21).



DEPARTMENT OF ECOLOGY
State of Washington

EIM Loader

Home

EIM User Registration

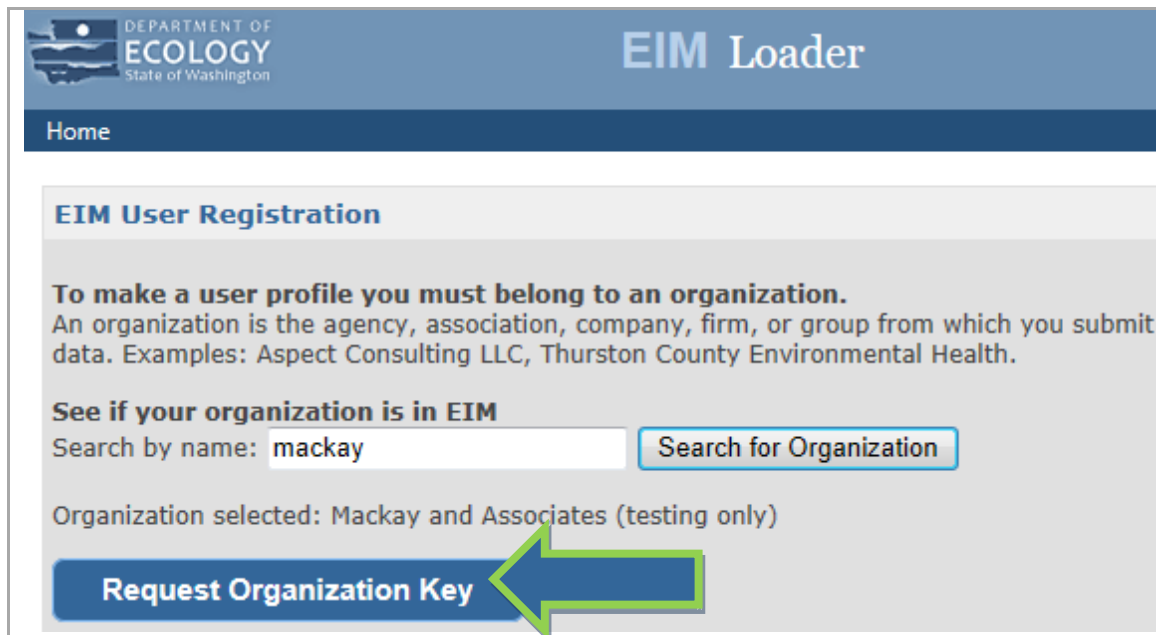
To make a user profile you must belong to an organization.
An organization is the agency, association, company, firm, or group from which you submit data. Examples: Aspect Consulting LLC, Thurston County Environmental Health.

See if your organization is in EIM
Search by name:

Select your organization

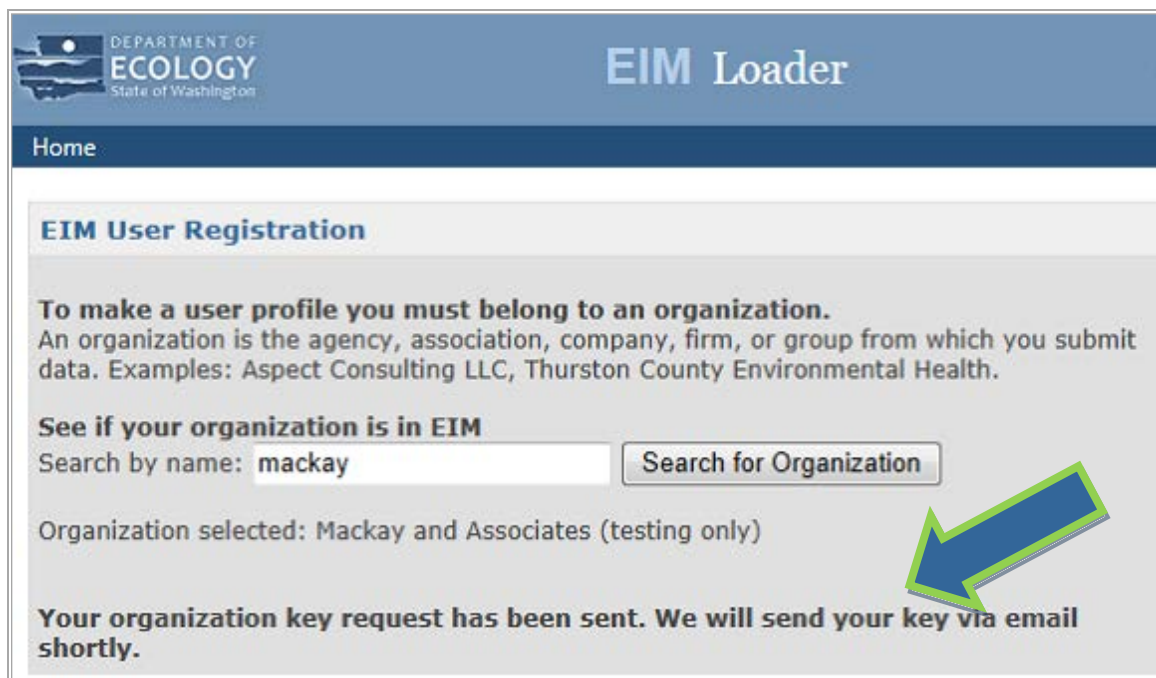
Organization not listed? Search again, [add a new organization](#) , or [contact us](#).

3. Request your organization's key so you can make a user profile.



The screenshot shows the 'EIM Loader' interface for the 'DEPARTMENT OF ECOLOGY State of Washington'. The page title is 'EIM Loader'. Below the header, there is a 'Home' link. The main content area is titled 'EIM User Registration'. It contains the following text: 'To make a user profile you must belong to an organization. An organization is the agency, association, company, firm, or group from which you submit data. Examples: Aspect Consulting LLC, Thurston County Environmental Health.' Below this, it says 'See if your organization is in EIM'. There is a search bar with the text 'Search by name: mackay' and a button labeled 'Search for Organization'. Below the search bar, it says 'Organization selected: Mackay and Associates (testing only)'. At the bottom, there is a large blue button labeled 'Request Organization Key' which is highlighted with a green arrow pointing to it.

4. We will email the key to you.



The screenshot shows the 'EIM Loader' interface for the 'DEPARTMENT OF ECOLOGY State of Washington'. The page title is 'EIM Loader'. Below the header, there is a 'Home' link. The main content area is titled 'EIM User Registration'. It contains the following text: 'To make a user profile you must belong to an organization. An organization is the agency, association, company, firm, or group from which you submit data. Examples: Aspect Consulting LLC, Thurston County Environmental Health.' Below this, it says 'See if your organization is in EIM'. There is a search bar with the text 'Search by name: mackay' and a button labeled 'Search for Organization'. Below the search bar, it says 'Organization selected: Mackay and Associates (testing only)'. At the bottom, there is a confirmation message: 'Your organization key request has been sent. We will send your key via email shortly.' This message is highlighted with a green arrow pointing to it.

5. Type in your organization's key once you receive it by email.

DEPARTMENT OF ECOLOGY
State of Washington

EIM Loader

Home

EIM User Registration

To make a user profile you must belong to an organization.
An organization is the agency, association, company, firm, or group from which you submit data. Examples: Aspect Consulting LLC, Thurston County Environmental Health.

See if your organization is in EIM
Search by name:

Got Your Organization's Key? Enter here:

6. Make an EIM user profile by filling out the form.

DEPARTMENT OF ECOLOGY
State of Washington

EIM Loader

Home

EIM User Registration

Make a New User Profile

Enter your information. When you are done you will be logged into the EIM Loader and can begin submitting data.

*** Required Fields**

Organization Key: MACK789904
Organization Name: Mackay and Associates (testing only)
Organization Address:


Data Type * Cleanup Site, Cleanup Grant, or VCP Data

First Name * Chris

Last Name * Miller

Phone Number * 123-456-7890


7. You are done! You can now begin submitting data.



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Data Type of [WQ-303d](#) for organization [EIM Testing Group \(testing only\)](#)



Welcome to the
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4. Submit your spreadsheet data - Location, Result (discrete, time-series, groundwater level), and Bioassay. Includes business rule verification (Check Data);
5. Work with your EIM data coordinator on finalizing your submittal;
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Refer to the Submittal Guidelines for details! We also recommend printing the Spreadsheet Help Documents in color.

For additional help see:

- [Data Entry Help Documents](#) for detailed help on specific topics
- [Online EIM Data Dictionary](#)

News and recent changes

- July 2014 - Login change! SecureAccess Washington (SAW) is now the security gateway for the EIM Loader.
- January 2014 - Data submittal [videos](#) from September 2013 training now on YouTube or on our FTP site if you can't access YouTube.
- January 2014 - Clarification on how to submit wellhead elevations.
- August 2013 - Changes to all spreadsheets, Search, and MyEIM. See our [FAQ page](#).
- August 2012 - Study form changed. See [summary of changes](#).
- June 2012 - We now only accept wellhead elevations using the NAVD88 datum. See [TCP Site Register](#) and help document on [Converting Local Elevation Datums to NAVD88](#).
- August 2011 - Location template changed. See [summary of changes](#).
- June 2011 - Wells now require elevation and depth info. See [TCP Site Register](#).
- June 2011 - New template just for groundwater levels.

Video training

We have videos from our September 20013 training on [YouTube](#) or on our [FTP site](#) (if you don't have access to YouTube). Everything is still the same except for making your EIM account, which changed in July 2014.

What would you like to do?

Enter a Study

- Add new Study
- Edit Study

Submit Spreadsheet Data

- Location
- Result (discrete, time-series & groundwater levels)
- Bioassay

View My Submitted Data

- Location
- Result
- Bioassay

Edit My Profile

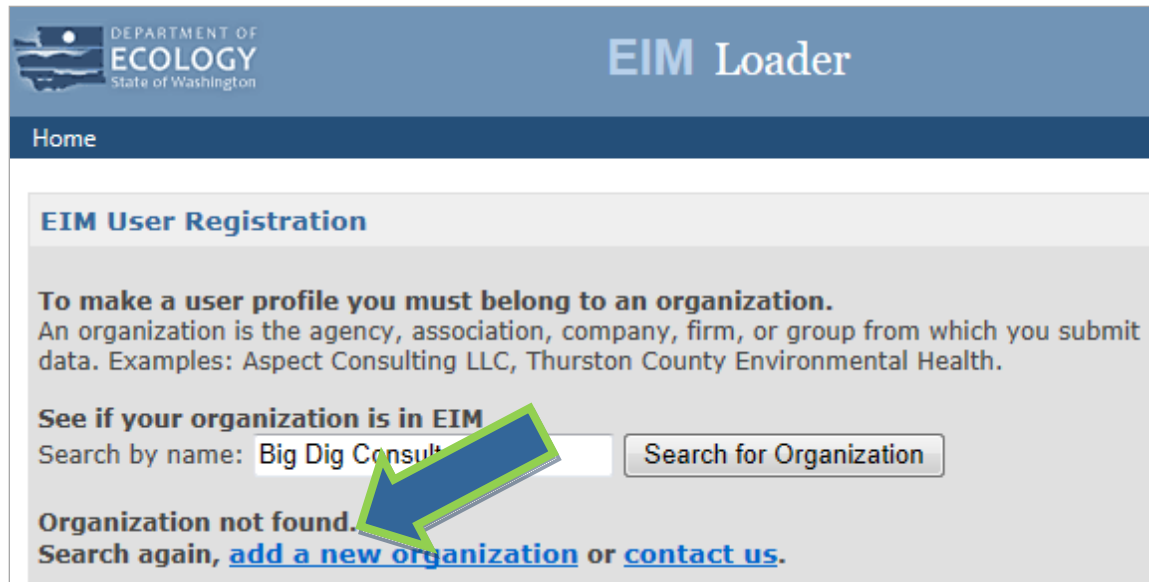
- Edit User Profile
- Edit or Add Organization(s)

Get Help

- Spreadsheets, Guidelines & Help
- View Reference tables
- Contact EIM


Make a new EIM Organization account if yours is not in EIM

1. Click “Add a new organization.”



The screenshot shows the 'EIM Loader' web application. At the top left is the logo for the Department of Ecology, State of Washington. The title 'EIM Loader' is centered at the top. Below the title is a 'Home' link. The main content area is titled 'EIM User Registration'. It contains a message: 'To make a user profile you must belong to an organization. An organization is the agency, association, company, firm, or group from which you submit data. Examples: Aspect Consulting LLC, Thurston County Environmental Health.' Below this is a section titled 'See if your organization is in EIM'. It features a search form with the text 'Search by name:' followed by a text input field containing 'Big Dig Consult' and a 'Search for Organization' button. A large blue arrow with a green outline points from the search input field towards the 'Organization not found.' message below. The message states: 'Organization not found. Search again, [add a new organization](#) or [contact us](#).'

2. Fill out the form to make a new organization account

 DEPARTMENT OF
ECOLOGY
State of Washington

EIM Loader

Environmental Information Management

Home

EIM User Registration


Create a new Organization Account

Enter your organization information below. Ecology EIM staff will approve your account after which you will receive an organization key via email, normally within 24 hours or less. Use the key to complete your user profile and log into the EIM Data Loader.

*** Required Fields**

Create Organization:

Organization Name *	Movers and Shakers Consulting
Phone Number *	123-456-7890
Web Site	
Address Line 1 *	1234 Main Street
Address Line 2	
City *	Evergreen
State *	WASHINGTON
Zip *	98123
Country	UNITED STATES



[Cancel](#)

3. **You are done making your EIM organization account! We will email you an organization key.** Use the key to make an EIM user profile (page 17). You can also share your key with others in your organization so they can make EIM user profiles too. Each person should use his/her own user account to submit data. That way our data coordinators know who to contact if we have questions.

